

Reimbursement for Personal Expenses – Valet Parking Services

Question: Is valet parking included as “not reimbursable”? on expense reporting.

State of ARKANSAS TRAVEL REGULATION Dated January 1, 2003

Rule 2 – Standard Reimbursement for State Employees and Officials

– Items Not Reimbursable

“Except of those provisions enumerated in ACA 19-4-904, expenses for personal entertainment, tips, flowers, valet services, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable...”

ACA 19-4-904. Exempt person and agencies – “(b) Personal reimbursement will not be allowed to any state official, state employee, or any other person traveling on official business for expenses covering personal entertainment, tips, flower, valet services, laundry and leaning, or other personal expenses, as those expenses shall be define in the state travel regulations...”

To assist in the interpretation, Some common definitions for these terms were checked.

Valet or valet services - to be an employee, as in a hotel, who performs personal services for guests

Valet parking is defined as parking arrangements provided by a commercial establishment, such as restaurant, hotel, or airports, whereby patrons leave their cars at the entrance and attendants park and retrieve them.

Another source examined was U.S. Census bureau standard Industrial Classification. Code numbers 70 – Hotels, rooming houses, camps, and other lodging places, 72 - Personal services, and 73 - Business services were reviewed. Valet parking services is classified 7299 Miscellaneous personal services.

Answer – Yes. Is the general answer; however, with any rules there may be exceptions.

In making this interpretation, several sources were reviewed.

The key word in this interpretation of the travel regulation is “personal expenses”. The question must be asked is the expense an amenity or business related.

The state will reimburse substantiated business expense. Personal expenses will not be reimbursed or paid except under extraordinary circumstance. Exception must be approved in writing. In general, exception circumstances may include medical reason, natural disasters, vendor requirement, fund raising development and or recruitment activities. It is the responsibility of each agency to ensure that policy is followed and approval recorded.

Two general rules:

Business expenses are payments for activities that primarily benefit the state and are necessary and appropriate in the conduct of state business. These include direct payments to vendors for goods and services and reimbursements for travel, meals and other expenses related to the state activities.

Personal expenses are payments for activities the primarily benefit the individual.